



SHARED TABLE

Shared Table Program

eLog Simple Steps



FOOD DONATION STEPS:

Daily Procedures (Hot held foods):

1. Identify products such as chicken (nuggets, strips, filets), breakfast meats (sausage, bacon), scrambled eggs, biscuits and other products that have reached their internal hold times.
2. Cool all hot items using Chick-fil-A's proper cooling procedures.
3. Place chilled products in pre-labeled bags, seal and freeze. Donated product must be separated from other products and kept at least 6" off of the floor.

* Soup should be bagged and placed in the freezer on a sheet pan, not to exceed 2" thickness, with the bag "stem" in the upward position to prevent leakage.

NOTE: Product must cool to 40° F or below within 4 hours prior to donating



Daily Procedures (Cold held foods):

1. Identify products such as salads, wraps, fruit cups, desserts, parfaits, etc., that reached their internal hold times.
2. Store cold items in original packaging. Date and label accordingly.
3. Place the items in the designated green Cambro pan in the walk-in cooler to await pickup.



Pickup Procedures:

1. Manager must weigh/count donations prior to Agency's arrival.
2. Donation weights/counts must be entered into the eLog system to be properly receipted.



WEBSITE: www.harvestelog.com
SITE CODE: CFAF-XXXX
USER NAME: CFAFmgr
PASSWORD: Provided by FDC

Pickup Agency Name:

Pickup Agency Contact Info:

3. Agency will perform a visual inspection of the donations to ensure quality and wholesomeness.
4. Upon returning to Agency's facility, they will log into the eLog Mobile system to verify the amounts reported and sign the Donation Acknowledgment Form (DAF) electronically.

STORAGE GUIDELINES

Method	Temperature	Store Storage Maximum	Agency Storage Maximum
Freezer	0°F - (± 10°F)	7 Days	30 Days
Cooler	33°F - 40°F	72 Hours	48 Hours

QUESTIONS/COMMENTS/CONCERNS: Call FDC at **1-800-831-8161** for immediate assistance